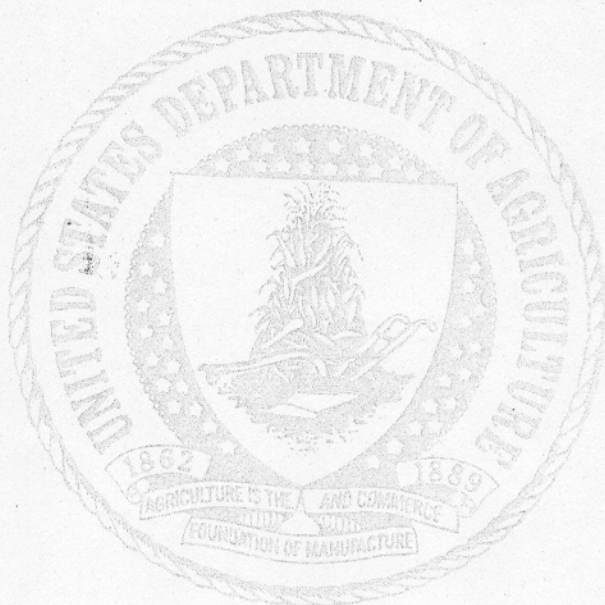


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# EMERGENCY PROCEDURES HANDBOOK

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USDA-NASS  
RESEARCH AND DEVELOPMENT DIVISION  
3251 Old Lee Highway  
Room 305  
Fairfax, VA 22030-1504

Emergencies, both major and minor, are a part of our everyday lives. We can deal effectively with them if we are prepared and in control.

Safety requires that all tenants be well informed of the proper steps to take in the event of an emergency. Studies prove that panic in an emergency is a major cause of injury or death.

All occupants should familiarize themselves with the information in this booklet.

Anyone having knowledge of any unsafe conditions in the Fairfax Circle Building should inform:

*Roberta Pense*  
*Frank Anderson*

Extension 118  
(703) 273-0427  
Pager (703) 267-2411

## **EMERGENCY CONTACTS**

### **FOR MEDICAL EMERGENCIES**

*Fairfax Fire Dept. Ambulance* 911 Voice/TDD  
*Inova Fairfax Hospital* (703) 698-3111  
*Inova Fair Oaks Hospital* (703) 391-3842

### **FOR MAINTENANCE EMERGENCIES**

*The Kaul Company*  
*Frank Anderson* (703) 273-0427  
Pager (703) 267-2411

### **FOR SECURITY EMERGENCIES**

*George Hanuschak, RDD Lease and Facilities Manager* Extension 105  
*Roberta Pense, RDD Physical Security Officer* Extension 118  
*Frank Anderson* (703) 273-0427  
Pager (703) 267-2411  
*Relay Service FIRS* 1-800-877-8339 Voice/TDD  
*Fairfax City Police* (703) 591-5511  
*Fairfax County Police* (703) 691-2131  
*Ben Felder, GSA Lease Manager* (202) 260-0698  
*Federal Protective Services (FPS)* (202) 708-1111

### **EMPLOYEE ASSISTANCE PROGRAM**

*Food Safety and Inspection Service*  
*Green Springs Health Services, Inc* 1-800-523-5668  
*Natural Resources and Conservation Service, and Rural Development*  
*The Allen Group* 1-800-272-7252  
*All Other USDA Agencies*  
*Federal Occupational Health/Magellan Health Care*  
1-800-222-0364

***ACCESSIBLE ENTRANCES IN THE USDA/NASS/RESEARCH AND  
DEVELOPMENT DIVISION FOR PERSONS WITH DISABILITIES***

***FAIRFAX CIRCLE BUILDING***

Main Entrance

Back Entrance - to the right of the loading dock

Accessible Restrooms located on 5<sup>th</sup> Floor

April 7, 2000

TO: All Employees

THROUGH: Carol House  
Director, Research and Development Division

FROM: Roberta Pense, Fairfax Physical Security Officer

SUBJECT: Emergency Evacuation Plans

Situations can occur that would require us to evacuate the building immediately. Evacuations are sometimes chaotic and even dangerous if an orderly departure is not made. With this in mind, the following plan for the evacuation of the building has been established. In the case of a bomb threat, everyone should evacuate immediately and the first four steps of this plan should be ignored. The specified routes of evacuation and the designated stairwells may need to be altered when a fire or possible bomb is known to be in that area of the building. In the event of a possible bomb, go to the east side of Home Depot (Home Depot that is farthest away from the Fairfax Circle building) marked by an 'X' on the map.

1. Everyone working at a computer should "Logout" of their session for security reasons.
2. Those people working at a PC should turn off the machine by just disconnecting the power. Firefighters do not want to worry about electricity and standing water as they search the building.
3. Administrative staff should lock the file cabinets.
4. People with private offices should close the door to their office.
5. Do not use the elevators.
6. Data Quality Research Section, Sampling and Estimation Research Section, Stratification, and Area Frame ADP personnel should leave through the nearest exit door and proceed down the eastern stairwell to the lobby, exit out the rear door, and go to the grassy triangle area near

Home Depot. In the event of a possible bomb, go to the east side of Home Depot (the side of Home Depot that is farthest away from the Fairfax Circle building) marked by an 'X' on the map.

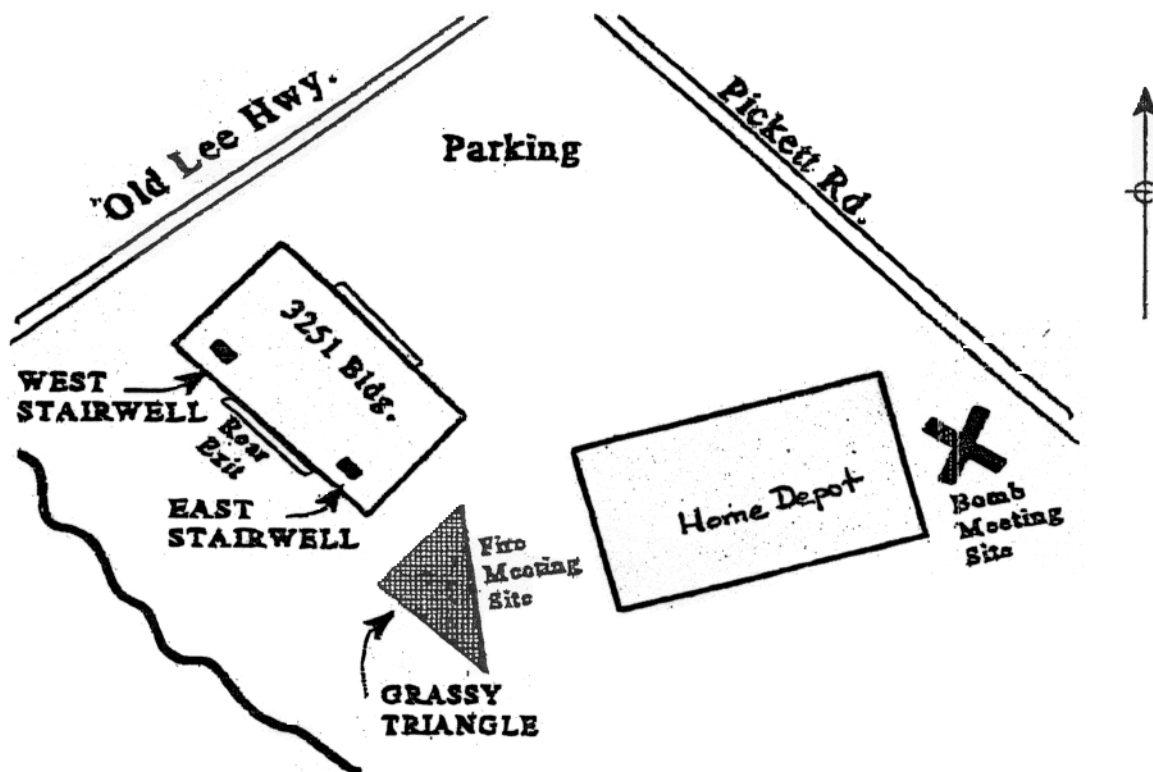
Office of the Director staff, and Area Frame Administration personnel should exit through the main doors, proceed down the eastern stairwell to the lobby, exit out the rear door, and go to the grassy triangle area near Home Depot.

New Technology Research Section, Spatial Analysis Research Section, Sample Selection, and Sample Preparation personnel should leave through the exit doors at their end of the building, proceed down the western stairwell, exit out the rear door, and go to the grassy triangle area near Home Depot.

7. Remain in that area until your supervisor states otherwise.

Each supervisor will check areas in the office where their personnel sit to make sure they are aware of the situation and are evacuating the building.

Roberta Pense, Dan Beckler, Beth Edwards, and Bob Hale will act as floor wardens to assist the evacuation and check the restrooms. Floor wardens will check to make sure the side doors are locked. Dale Atkinson and George Hanuschak will check the second floor to make sure all employees are evacuated from the library, conference room, and kitchen areas.



## ***LIFE THREATENING MEDICAL EMERGENCIES***

### **CALL 911**

*Inova Fairfax Hospital*  
*Inova Fair Oaks Hospital*

(703) 698-3111  
(703) 391-3842

### **THEN**

1. Keep the person warm and comfortable.
2. Remain calm.

## ***OTHER MEDICAL SITUATIONS***

*Call 911 immediately.*

## **SECURITY PROBLEMS**

Any thefts, emergencies, or security matters such as solicitors, suspicious or intoxicated persons, etc., should be reported immediately to the City of Fairfax police department at (703) 591-5511 and then to the building manager Frank Anderson. For any security problems occurring after hours, or on weekends or holidays, contact the City of Fairfax police department at (703) 591-5511 and then the building manager Frank Anderson at (703) 273-0427 (pager 703-267-2411).

### ***TIPS ON AVOIDING CRIME***

1. Always lock the doors when your office is unoccupied or if you are working late and are alone. Side doors should always be locked.
2. Keep purses and valuables locked up and out of sight.
3. If you remove your suit coat, always transfer your valuables to your trouser pockets.
4. Do not hang coats, hats, purses, etc., near the entrance to your office.
5. Secure all small office equipment when not in use.
6. Ask persons entering your office if you may help them. This discourages individuals who wander.
7. Watch your fellow employees' property.
8. Have your USDA identification badge available at all times.

If you observe someone committing a crime, DO NOT attempt to apprehend or detain the suspect. Try to memorize the physical appearance of the suspect and call the emergency numbers above.



## ***FIRE***

If you discover a fire or smell smoke, pull the nearest fire box. If there is no fire box in the area, call 911.

Fire extinguishers are located in the coffee area in Room 305, by the personnel files in Room 301, the computer room, and in the 2<sup>nd</sup> floor hallway outside the storage room.

### ***TIPS IN CASE OF FIRE***

1. When the fire alarm sounds, leave at once.
2. Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, DO NOT OPEN IT. Keep the door closed and seal up any cracks. Call 911 and give the address of the building, the floor you are on, and the room number.
3. If the door feels cool, open cautiously. Be prepared to close it if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, close all doors behind you and proceed to the designated area outside the building and await further instructions.
4. Do not use elevators. Smoke can enter the elevator shaft and asphyxiate the occupants. Use the stairwell and ensure that the door is closed after all occupants have evacuated.
5. If caught in smoke or heat, get down on the ground where air is better. Take short breaths (through nose) until you reach a clear area.
6. Mobility Impaired Employees: Contact a floor warden.

## ***FIRE DRILL PROCEDURES***

Fire drills will occur at least once a year and are a necessary part of ensuring your safety in case of a real emergency. These drills help determine problem areas and what kind of improvements are necessary to maintain the level of safety in the building. Please report any potential hazards or difficulties experienced during the drill to:

Roberta Pense  
Frank Anderson

Extension 118  
(703) 273-0427  
Pager (703) 267-2411

1. When the fire alarm sounds, take your purse or wallet, close all doors and windows, and proceed to designated evacuation routes.
2. Once you are outside, move away from the building to the designated area. DO NOT congregate in the courts or the building entrances.
3. Drills will be as brief as possible and floor wardens will inform you when you may return to the building. Maintain orderly lines when re-entering the facility.

See pages 5 and 6 for specific building evacuation instructions for The Fairfax Circle Building and a map of the grounds.

## **BOMB THREATS**

**\* Important! Hit \*57 immediately after the caller disconnects. This will trap the number and enables law enforcement to quickly obtain information regarding the caller's location.**

**It is still important, however, to try to obtain the following information from the caller:**

- 1. Time set for detonation.**
- 2. Exact location of the device**
- 3. Description of the device.**
- 4. What kind of bomb it is.**
- 5. Exact words used by the caller.**
- 6. Any noteworthy background noises.**
- 7. What will cause bomb to explode.**
- 8. Did the caller place the bomb.**
- 9. Why was the bomb placed.**
- 10. Where is caller calling from.**
- 11. What is caller's name and address.**
- 12. Did caller's voice sound familiar.**

**Immediately notify the Fairfax County Police Bomb Squad at (703) 691-2233 and your security officer and the building manager.**

## **SUSPICIOUS PACKAGES**

**If a suspicious package or device is located, DO NOT disturb it. Evacuate the area immediately and call 911 and/or the Fairfax County Police Bomb Squad at (703) 691-2233.**

**Evacuate the building the same way as described previously for a fire in the building. An alternate evacuation route might be necessary if the bomb's location is known to be near an exit.**

## ***DEMONSTRATIONS AND CIVIL DISTURBANCES***

- 1. Stay in your assigned area as much as possible.**
- 2. Do not go to the scene of a demonstration or disturbance.**
- 3. Whenever you observe a demonstration or civil disturbance in or around your facility, call 911. When the authorities arrive ask them for the safest and most expedient routes into or from the building.**
- 4. Do not confront or antagonize demonstrators.**

## ***RESPONDING TO VIOLENCE IN THE WORKPLACE***

Violence in the workplace can take many forms. Examples include: threats of suicide, injury or the threat of injury to property and/or persons, fistfights, shootings, stabbings, sexual assaults, or unauthorized use of deadly weapons and explosives.

All acts of violence should be reported promptly to supervisors or managers and in case of emergency, directly to:

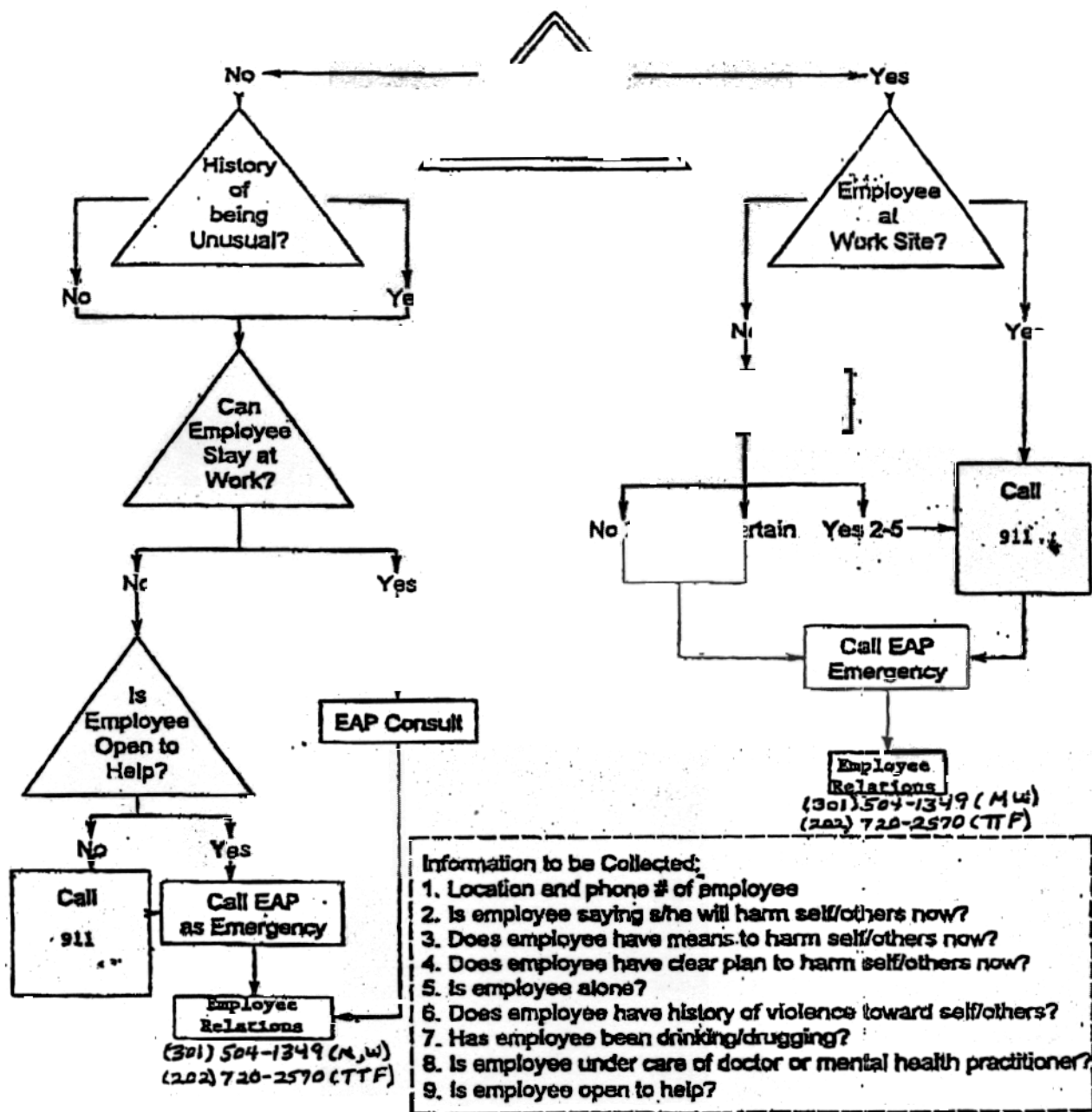
**911**

*Fairfax City Police*  
*Fairfax County Police*

**(703) 591-5511**  
**(703) 691-2131**

The flow chart on the next page is intended to assist you in determining if an employee is exhibiting unusual, disruptive or threatening behavior, what to do if they are and who you should contact and when.

# Supervisor's Guide to Dealing with Unusual, Disruptive or Threatening Behavior



This flow chart is not intended to replace any policies/procedures your organization has in place. It is a recommended guideline ONLY.

## EMPLOYEE ASSISTANCE PROGRAM

1. Natural Resources and Conservation Service and Rural Development  
The Allen Group - 1-800-272-7252
2. Food Safety & Inspection Service  
Green Springs Health Services - 1-800-523-5668
3. All Other USDA Agencies  
Federal Occupational Health/Navigian Health Care 1-800-222-0344

**NOTE: The folder labeled "2730 Emergency Preparedness" in the top drawer of the file cabinet outside of the Director's office contains various safety brochures from the Federal Protective Agency, the U. S. Department of Justice, and the Chief of Police in Fairfax.**